

COMMUNITY GREEN RESERVATION AGREEMENT

Community Building at 401 North Boundary Street
Williamsburg, Virginia 23185
(757)220-6127 (757)220-6140

This Reservation Agreement must be completed and returned to the Public Works & Utilities Office at 401 Lafayette Street no later than one month prior to the event. The applicant must read and agree to abide by the instructions listed below. Anyone signing this form **MUST BE AT LEAST 21 YEARS OF AGE** and must accept the responsibility for use of the Community Green on the date and time agreed. The Community Green may only be reserved in association with the rental of the Community Building. An additional fee equal to one half of the Community Building User Fee must be submitted with this agreement and is required for use of the Community Green, with or without a tent. Please make checks payable to the City of Williamsburg.

APPLICANT INFORMATION

1. Contact Person's Name _____
(this should be the same as on the Community Building Reservation Agreement)
2. Address _____/_____/_____
3. City/State/Zip Code _____
4. Phone/Fax (____) _____ Email _____
5. Name of Organization (if applicable) _____

PROGRAM INFORMATION

Date of Event: ____/____/____

Time In: _____ Time Event Begins: _____ Stop Time: _____

Description of Proposed Activity: _____

Total Number of Expected Participants: _____

Will food be provided? Yes ___ No ___ Will alcohol be provided? Yes ___ No ___

Will a Caterer be used? Yes ___ No ___ Name of Catering Company _____

Will a Tent be used? Yes ___ No ___

POLICIES and PROCEDURES

1. The user is responsible for enforcing law and order or obtaining at his/her own expense the aid of a Williamsburg Police Officer to do so.
2. The user must comply with all smoking, fire, alcoholic beverage, noise, and other lawful regulations.
3. No pets or animals (with the exception of service dogs).
4. The user is responsible for removal of all personal articles including leftover food, beverage containers, decorations, etc. and depositing waste in the dumpster.
5. Open air consumption of alcohol is prohibited on the Community Green. Alcohol may be consumed within walled tented enclosures erected on the Green, provided that the required ABC License has been obtained and is properly posted.
6. Amplified sound systems may be used but must be held to the minimum volume necessary to address those in attendance, and must not disturb surrounding residential areas. Music should not be heard outside the building after 10 p.m. when the City Noise Ordinance goes into effect.

TENT REQUIREMENTS

1. A Tent Permit is required from the City's Codes and Compliance Office (757-220-6254) for any tent greater than 900 square feet or with an occupancy of 50 or more people. 50 or more people constitutes a Public Assembly Event and issues such as exit signs, emergency lighting, and aisle space need to be addressed. The Codes and Compliance office and the Williamsburg Fire Department will coordinate the inspection process with you once the Tent Permit has been received.
2. Any tent structure under 900 square feet will require inspection and approval by the Williamsburg Fire Department. (757-220-6226).
 - a. Tent location on the site (foot print) must be approved. Exits from the Community Building may not be blocked.
 - b. Tent fabric must be treated and a certificate of flammability furnished to the fire inspector.
 - c. All decorations must be non combustible or treated with an approved flame retardant.
 - d. Open flames are not permitted except for small votive candles in glass globes.

- e. Cooking is not permitted in the tent used for an event. Cooking is permitted in a separate tent separated by at least 30 feet and used solely for that purpose.
 - f. Heating equipment must be listed by an approved testing agency such as UL or FM. Proper clearances must be maintained.
 - g. A fire extinguisher must be on site.
3. Placement of tents of any size must be coordinated with the city's Landscape Superintendent, Al Brenick (757-220-6234) at least one week prior to the event.
 4. Tents must be erected on the day of the event and must be disassembled and removed from the Community Green no later than 10 am the following day.

TENT AND RENTAL INFORMATION

Name of Rental Company _____

Contact Person's Name _____

Permit Obtained? Yes _____ No _____

Set-up Date _____ Set-up Time _____

Pick-up Date _____ Pick-up Time _____

Type of Tent (i.e., stake, weighted) _____

Tent Dimensions _____

Flooring Used? Type _____

Electrical Hook-up? Yes _____ No _____ Chairs? Yes _____ No _____

Please read carefully the following statement before signing:

I have read and understand the **Policies and Procedures** and **Tent Requirements** governing the use of the **Community Green at 401 North Boundary Street**. I agree that I will not seek any liability compensation from the City of Williamsburg or its employees or designees in conjunction with the use of the Community Green at 401 North Boundary Street.

Date: _____ Signature: _____